

HDR33 – RESEARCH CANDIDATE TRAVEL GRANT APPLICATION FORM

SECTION 1 – APPLICATION GUIDE

1. **Funding** is available to assist research candidates with travel costs associated with research-related activities that will enhance their thesis. Research-related activities may include the following:

- presenting at a conference
- data collection, including conducting interviews in a field location.
- travel to use equipment or resources not available at Batchelor Institute

2. **Approval** of a travel grant must be secured before any travel or expenditure is incurred.

3. Eligibility

To be eligible to apply for, and receive, an HDR Travel Grant a candidate must:

- be currently enrolled in a Batchelor Institute Higher Degrees by Research (HDR) program;
- have completed the Qualifying/Confirmation Milestone and any subsequent Progress Reports.
- not be currently considered “under review” for unsatisfactory progress; and
- not submitted for examination.

The application should be submitted to GraduateSchool@batchelor.edu.au

4. Conference travel

- Batchelor Institute may support attendance at up to 4 conferences over the course of a PhD, and 2 for a Masters, though additional support may be considered by exception.
- International conference attendance may be considered pending confirmation of relevance to the candidate’s HDR and funding availability.
- Conference travel will only be supported where:
 - the candidate has had an abstract accepted and is presenting
 - the conference relates (broadly) to the candidate’s topic of research

5. Field research or access to equipment/resources

- Some topics of research require travel to undertake field research, including data collection, or to access resources or equipment not available at Batchelor Institute.
- The travel request should clearly state the purpose of travel and should align with the candidate’s research budget developed as part of their Individual Candidate Research Plan (ICRP).
- Travel will not be approved:
 - Over public holidays (Christmas/New Year break, Easter).
 - Without sufficient notice. A minimum of 3 weeks’ notice is required for national travel and a minimum of 6 weeks for international travel.

SECTION 2 – CANDIDATE’S DETAILS

Name:				Date:	
Commencement Date:			Expected Completion Date:		
Current Enrolment:	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>		Program:		
Email:				Student Number	



1. Have you previously received a Batchelor Institute Travel Grant? ☐ Yes ☐ No
If yes, provide details _____
2. Do you have any other funding for travel support? ☐ Yes ☐ No
If yes provide details _____
3. Please briefly describe the reason for travel and its relevance to your candidature. _____

 - a) Please attach your updated Candidate Research Plan identifying this travel in personal milestones and listing any other travel undertaken or intended.
 - b) If you are attending a conference, you are required to attach to this application evidence of your paper or poster being accepted as part of the program.
 - Evidence attached ☐ Yes ☐ No

SECTION 3 – TRAVEL DETAILS

Conference or travel details

Conference/Travel Name	
Location	
Dates /	
Website	
Registration Cost \$	

Flight/travel details

Departing		Arrival		Estimated Cost \$
Location		Location		
Date / Time		Date / Time		
Location		Location		
Date / Time		Date / Time		
Location		Location		
Date / Time		Date / Time		
Location		Location		
Date / Time		Date / Time		

Accommodation details

		Estimated Cost \$
Location		
Duration / Dates		
Location		
Duration / Dates		
Location		
Duration / Dates		
Location		
Duration / Dates		

**Other Expenses:**

Description: <i>A detailed breakdown of all other expenses, including fees, charges, taxi fares.</i>	Estimated Cost \$

<i>Total Travel Grant amount being requested</i>	
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<i>Has your primary supervisor endorsed this?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<i>Primary Supervisor Name, Signature & Date</i>
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<i>Candidate's Signature & Date</i>

SECTION 4 – AUTHORISATION DETAILS – OFFICE USE ONLY

ENDORSED BY	
Name:	
Cost Centre Code:	
Signature & Date:	
Movement Requisition Number (TRIPS)	

For International Travel Only

SUPPORTED / NOT SUPPORTED	ENDORSED / NOT ENDORSED	APPROVED / NOT APPROVED
Dean HERD – FTER / / 2025	Finance Officer / / 2025	Deputy Chief Executive Officer / / 2025